C H A P T E R 1

Profile Management

Introduction to Chapter 1

Managing locations, printers, and your location work areas is one of the first things that must be done to get the new DMV system running in your office. Fine tuning of the DMV system will be an on-going task, at both the State and County level, and will continue into the future as your office adapts, hires new people, and adds equipment.

Learning objectives

After completion of this chapter, you will be able to:

- Manage your locations user's profiles.
- Manage your location cash drawers and printers.

Notes:

Lab 1-1: Managing User Profiles (walk-through)

In some county offices, clerks are required to work in multiple locations throughout the day or work week. It is important to log in and operate in the correct location when you change physical locations in your office. You can create multiple profiles to facilitate working at different physical locations.

Adding a location

This lab demonstrates how to create a new profile.

Use Special Lab Data 1-1

Steps

1   Double-click the **DMVS** icon on the desktop to start the application**.**

2   Type your username and password and then click the **LOGIN** button.

3   On the **TOOLS** menu, click **PROFILES**.

4   In the **PROFILE NAME** field enter **[YOUR NAME].**

5   In the **LOCATION PROFILE** drop-down list select **[YOUR COUNTY**].

6   On the **CASH DRAWER** tab select **[YOUR COUNTY] CASH DRAWER 1**.

7   On the **WORK LOCATION** tab select **[YOUR COUNTY] WINDOW 1**.

8   Click the **ADD** button under **PRINTERS**.

A new line displays in the window.

9   On the drop-down list under **PRINTER**, select **PRIMARY REG PRINTER 1**.

10 Click the **SAVE** button.

You have created a profile for working at the front counter.

Tip

To add a printer, click the **ADD** button on the **WORK LOCATION** tab.

11 Using part 2 on the Special Lab Data, add an additional profile. Click the **ADD** button and repeat steps 4-9. **For training purposes DO NOT set the new profile as the default.**

12 Click the **CLOSE** button.

Changing printers

IMPORTANT: In some county offices, there are multiple printers located throughout the work area. If a printer stops working, you must use another printer in the work area without changing to a different profile. This can be done by changing the printers on the Work Location tab without creating a new profile.